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Press Releases

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10/10/1988 - Workshops Slated

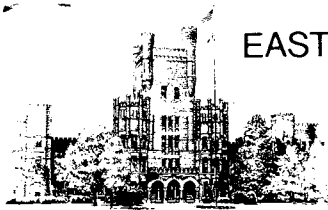
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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

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October 10, 1988

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FOR IMMEDIATE RELEASE:

WORKSHOPS SLATED

CHARLESTON, IL--Five workshops are being offered this month (October) as part of Eastern Illinois University's Business Development Center's 1988 Fall Training Programs. All will be on the Eastern campus from 6:30 to 9:30 p.m.

The first is a six-hour workshop entitled "Persuasive Communication Skills. It is designed to be beneficial to those who wish to communicate more effectively. It will be in two sessions of three hours each.

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WORKSHOPS SLATED

The October 19 and 26 workshop, "Introduction to Lotus," will allow participants to organize data for thorough and rapid analysis or to solve problems using numbers or formulas. A basic knowledge of computer operations is recommended.

Also on October 19 and 26, a workshop entitled "How to Hire, Inspire or Fire...Legally" will be offered. It is designed for personnel managers, owners, CPA's, supervisors and managers. Topics will include pre-employment testing for AIDS or drugs - your rights, how and when to deal with sexual harassment, and avoiding legal battles over employee termination.

"Stress Control for Peak Performance," offered on October 26, will include strategies for dealing with everyday hassles, increasing energy levels, life style enjoyment, how to project self-confidence and capitalizing on personal strengths.

On October 27 and November 3, the workshop, "Word Processing on the Personal Computer," will allow participants to use personal computers. Basic knowledge of DOS commands is recommended.

There is a \$75 fee for each workshop, except "Stress Control for Peak Performance" which is \$50, and group rates are available. For further information, contact Allen F. Messenger, Eastern's director of Regional Business Services, at (217) 581-2913.